

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION
MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE, ON
TUESDAY, SEPTEMBER 8, 2015 AT 6:00 P.M.**

- I. Call to Order by the Mayor
- II. Invocation
- III. Roll Call by City Recorder
- IV. Approval of previous meeting minutes
 - 1. August 17, 2015 – Commission Meeting
 - 2. August 24, 2015 – Commission Workshop
- V. Comments from Citizens
- VI. Unfinished Business
 - None
- VII. New Business
 - 1. **Public Hearing and First Reading**, Ordinance #1007, amending the zoning ordinance to modify signage requirements
 - 2. **Public Hearing and First Reading**, Ordinance #1008, amending the zoning ordinance to create a special exceptions permit
 - 3. **Public Hearing and First Reading**, Ordinance #1009, amending the zoning ordinance designating commercial storage facilities
 - 4. **First and Final Reading**, Resolution #470, formally opposing redistribution of state shared sales tax
 - 5. Bid for hook lift snow plow truck
 - 6. Bid for sewer utility crane truck
 - 7. Change order for contract with CTR
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGE DALE BOARD OF COMMISSIONERS
MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGE DALE, TENNESSEE,
ON MONDAY, AUGUST 17, 2015 AT 6:00 P.M.**

INVOCATION: Commissioner Garver

PRESENT: Mayor Katie Lamb, Vice Mayor Tim Johnson, Commissioner Garver, Commissioner White, City Attorney Sam Elliott, City Manager Ted Rogers

KEY MANAGERS: Finance Director & City Recorder Michelle Toro, Director of Airport Operations Chris Swain, Director of Public Works Eric Sines, Planning & Economic Development Director Kelly Martin, Police Chief Brian Hickman

ABSENT: Building and Codes Director Andrew Morkert

GUESTS: Dot Longley, Gail Perry, Myra Longley Burgess, Gail MacLafferty, Merritt MacLafferty, Andrew Arnold, David Barto

8-17-2015 (400)

REGULAR MEETING MINUTES – August 3, 2015

It was moved by Commissioner Garver and seconded by Commissioner White to accept the minutes of the regular commission meeting on August 3, 2015.

ROLL CALL:

COMMISSIONER BAKER	ABSENT
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

8-17-2015 (401) NEW PLANNING COMMISSION MEMBER

It was moved by Commissioner White and seconded by Commissioner Garver to accept Mayor Lamb's appointment of David Barto to the Planning Commission to replace Bridgett Massengill who resigned.

ROLL CALL:

COMMISSIONER BAKER	ABSENT
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

8-17-2015 (402) JUNE FINANCE REPORT

It was moved by Vice Mayor Johnson and seconded by Commissioner White to accept the City Manager's presentation of the June finance report.

ROLL CALL:

COMMISSIONER BAKER	ABSENT
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

8-17-15 (403) MOTION TO MAKE AN EMERGENCY PURCHASE

It was moved by Vice Mayor Johnson and seconded by Commissioner White to make an emergency purchase of A/C unit for the Tallant Road house due to the fact that it is deteriorating without a working A/C.

ROLL CALL:

COMMISSIONER BAKER	ABSENT
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	YEA
MAYOR LAMB	YEA

8-17-15 (404) MOTION TO ADJOURN

It was moved by Commissioner White and seconded by Commissioner Garver to adjourn the meeting.
No roll call was taken.

The meeting was adjourned at 6:26 pm.

Mayor, Katie Lamb

City Recorder, Michelle Toro

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, AUGUST 24, 2015
BEGINNING AT 4:30 P.M.**

PRESENT: Mayor Katie Lamb, Vice Mayor Johnson, Commissioner Garver, Commissioner Debbie Baker, Commissioner Ethan White, City Manager Ted Rogers, Court Clerk Koren Sapp, Building Codes & Safety Director Andrew Morkert, Director of Public Works Eric Sines, Chief of Police Brian Hickman, Director of Airport Operations Chris Swain, Finance Director & City Recorder Michelle Toro, Strategic Planning & Economic Development Director Kelly Martin, City Engineer Joe Farrow

ABSENT:

GUESTS: Shawn Lemon, Sarge Mote, Debora Monteiro, Scott Hirschhorn, Christina Magnuson, Ruthie Gulley, Robert Benge, Xander Orquia, Herbie Klischies, Britton McElroy, Ryleigh Lewis, Lauren Chau, Alex Wilcox, Adam Brewer, Wes Hughes, Ryan Juphis, Matt Korvey, Wendell Boring, Eric Magnuson, Aaron Willey, Ken Flynn, Alex Brown, Kelsey Wilson, London Robertson, Maci Farnsworth, Emily Austin, Allie Johnson, Emilina Pleskua, Isabelle Kaueza, Kristy Chung, Barbara Angelin, Rebecca Ford, Carly Steinbacher, Rachel Oliver, Melanie Wilhelm, Lauren Chung, Jania Smith, Mason Wird, Paul Lirano, Ben McArther, Lincoln Peixoto, Noah Miller

EPB/TDOT DISCUSS APISON PIKE

Ken Flynn and Wes Hughes from TDOT and Wendell Boring for EPB discussed the Apison Pike road project. The projected end date for the first phase is May of 2017. It was decided that the city would like to maintain the current timeline and continue with no changes.

CITY HALL SECURITY

Vice Mayor Johnson stated that he would like to see more security for the city hall building. Building Codes & Safety Director Morkert presented quotes from a glass company in the area for plexiglass for the windows at the front desk and court department. The front desk would cost around \$15,920 and the court department would be around \$9,125. The commission would like to get quotes for smaller sections.

DISCUSSION OF “HEALTHY COMMUNITY”

Dr. Bengé and Ruthie Gulley had a discussion regarding “Healthy Community” that has been organized in TN by Governor Haslam. SAU has been designated as a healthy workplace according to three categories-physical activity, nutrition and tobacco use. Dr. Bengé would like to see the city and also a church in the area get involved. Collegedale would be the only community in TN with three entities designated as part of Haslam’s “Healthy Community.”

DISCUSSION OF THE 125TH ANNIVERSARY OF SAU

Dr. Ben McArther from SAU informed the commission that 2017 will be the 125th anniversary of SAU and 2016 is the anniversary of SAU moving from Graysville to Collegedale. A discussion was held on what the city could do to help with the celebration. The discussion included hosting a fall festival, reference on the digital sign, items displayed in the library, and banners placed around the city.

DISCUSSION OF RETAIL RECRUITMENT

Laura Hudson from Retail Strategies updated the commission on the recruitment plan for the city. She informed them that it is an 18-36 month process to recruit business to cities. According to Retail Strategies, our community is very diverse which will give us more opportunities for recruitment. Peer reviews of other communities similar to Collegedale are done to help obtain information for recruitment possibilities. Laura informed the commission that Retail Strategies is also available to help current businesses with any issues they may have.

GARBAGE ISSUES AT WHITE OAK VALLEY CIRCLE

A citizen on White Oak Valley Circle would like our public works department to come onto his private property to pick up his garbage can due to the fact that he has a long steep driveway. He says that it is very difficult for him to take his can to the road. Public Works Director Sines stated that our insurance company will not allow us to go onto private property. Sines will inform the citizen that the city can only pick up his garbage can if he places it roadside.

SCHOOL TRAFFIC SIGNAL ISSUE

Mayor Lamb stated that she had received an email expressing concern for the school traffic signals around College Drive East because of the large number of children and young adults walking to school in that area. There are also a large number of vehicles speeding through that school zone according to both Mayor Lamb and Vice Mayor Johnson. A citizen turning left onto College Drive East from Pierson Drive or the SAU apartments may not even see the school traffic signal. Police Chief Hickman stated that the police department would run radar in that area and Public Works Director Sines said that he would research who is in charge of adding more traffic signals.

DISSCUSSION OF OLD APISON PIKE STREET NAME

Public Works Director Sines informed the commission that TDOT asked the city to discuss the name of the road that will fork from the new road going in on Apison Pike. The commission and city administration agree that they would like Thatcher to be included in the name.

DISCUSSION OF IMAGINATION STATION TIME CAPSULE

Public Works Director Sines asked for the opinion of the commission/city administration for what to do with the old time capsule from the Imagination Station playground. City Manager Rogers stated that we would display it in a glass case in the foyer of city hall.

Strategic Planning & Economic Development Director Martin said that Robert Varnell, a new employee in the planning department, will be a big asset to the city.

Commissioner Garver thanked the students from CA for attending the meeting.

City Manager Rogers said that he appreciated the police department putting speed warning signs on Little Debbie Parkway and stated that we need some sort of sign on Lee Highway at Edgmon Road as well.

Building Codes & Safety Director Morkert said that Aldi grocery has submitted plans to build to the right of the old Ooltewah Elementary school.

Commissioner White asked about the brown signs that have been going up in the city. Public Works Director Sines said that TDOT has been installing them. They are going up around mountain biking trails.

Commissioner White says that Carta bus comes into the city now. City Manager Rogers said the beginning date was August 16. Strategic Planning & Economic Development Director Martin stated that they only run during peak times.

Meeting was adjourned at 6:30 PM.

Katie Lamb, Mayor

Michelle Toro, City Recorder

ORDINANCE #1007

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE TO
MODIFY SIGNAGE REQUIREMENTS IN THE
CITY OF COLLEGEDALE, TENNESSEE**

WHEREAS, the City of Collegedale, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (TCA) Section 13-7-201; and

WHEREAS, TCA Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-204, the Planning Commission has recommended this amendment to the Collegedale Board of Mayor and Commissioners, as herein described; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-203, the City of Collegedale conducted a public hearing subject to 15 days notice prior to the final reading and adoption of this ordinance herein described;

NOW THEREFORE BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that

Section 1:

Section 17.05(4)(B) of the Zoning Ordinance is hereby amended to state as follows:

B. On Premise Pole Signs

One (1) detached on-premises pole sign shall be permitted per premises, including a leased parcel or lot, subject to the following requirements:

1. The premises or any part thereof must be located within 1,760 feet of the edge of pavement comprising the edge of pavement comprising the northbound travel lanes of Interstate 75 as measured in a straight line above the prevailing topography.
2. The premises shall be zoned C-1, C-2, or C-3.
3. Vehicular access to the premises shall be obtained from Lee Highway, Old Lee Highway, or the portion of Little Debbie Parkway lying north of Wolftever Creek.
4. No sign shall be erected to exceed a total height of forty (40) feet.
5. No sign shall be erected unless the base of the sign copy area is greater than eighteen (18) feet from the height of the finished grade to the bottom of the sign.
6. Signs shall be limited to one hundred twenty (120) square feet of sign area per face or two hundred forty (240) square feet of total sign area.

7. No sign shall be located within five-hundred (500) feet of any residence, church, school, or City owned property used for public gatherings.
8. Any sign erected, constructed, or placed on any property in the City shall conform to the latest adopted revision of the adopted building code of the City of Collegedale, and if serviced by electrical power, the latest adopted revision of the National Electrical Code. Electrical materials and devices incorporated into such signs shall be certified by the Underwriter's Laboratories, Inc., and shall bear the UL label of another approved testing laboratory. A separate electrical permit will be required for signs using electrical power.
9. Sign Poles, frames, structures shall be painted black, dark brown, or dark green (flat paint).
10. No sign lighting shall be greater than 25 foot candles.
11. Sign shall be located at rear of property behind structure being advertised.
12. All applications for signs shall be accompanied by complete plans and specifications showing the construction, methods of support and the materials to be used. In addition to any other required information such plans and specifications shall include the following:
 - a. The total number of square feet of existing and proposed signage on the parcel where the proposed sign is to be erected.
 - b. A Site Plan, drawn to scale, showing where the sign is to be located in relation to property lines, buildings, and utilities.

Passed first reading

Votes for _____

Votes against _____

Passed second reading

Votes for _____

Votes against _____

Mayor

Attest: City Recorder

Approved as to form:

City Attorney

ORDINANCE #1008

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE TO CREATE A SPECIAL EXCEPTIONS PERMIT GRANTED BY THE BOARD OF ZONING APPEALS ALLOWING FOR THE CONSTRUCTION AND OPERATION OF AUTOMOTIVE FUELING STATIONS IN THE MU-TC ZONE

WHEREAS, the City of Collegedale, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (T.C.A.) Section 13-7-201; and

WHEREAS, T.C.A. Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, the current zoning ordinance currently prohibits automotive fueling stations as a by-right use in the MU-TC zone; and

WHEREAS, such uses have the potential to impact surrounding properties due to the, lighting, noise, and traffic generated; and

WHEREAS, such uses are often appropriate near the central area of a community if properly sited; and;

WHEREAS, the creation of a special exceptions permit provides additional oversight and assurances that the Zoning Ordinance continues to uphold the health, safety, and welfare of the city; and

WHEREAS, pursuant to the requirements of T.C.A., Section 13-7-204, the Planning Commission has recommended this amendment to the Collegedale Board of Mayor and Commissioners, as herein described; and

WHEREAS, pursuant to the requirements of T.C.A., Section 13-7-203, the City of Collegedale conducted a public hearing subject to a 15 day notice prior to the final reading and adoption of this ordinance herein described;

NOW THEREFORE BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that

Section One:

Section 14.03 is appended with the following:

3. Automotive fueling centers (gas stations).

Passed first reading

Votes for _____

Votes against _____

Passed second reading

Votes for _____

Votes against _____

Mayor

Attest: City Recorder

Approved as to form:

City Attorney

ORDINANCE #1009

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE DESIGNATING COMMERCIAL STORAGE FACILITIES IN THE C-2 ZONE AS A USE ON REVIEW REQUIRING A SPECIAL EXCEPTIONS PERMIT GRANTED BY THE BOARD OF ZONING APPEALS

WHEREAS, the City of Collegedale, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (T.C.A.) Section 13-7-201; and

WHEREAS, T.C.A. Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, the current zoning ordinance currently allows commercial self-storage mini-warehouses as a by-right use in the C-2 zone; and

WHEREAS, such uses have the potential to impact surrounding properties due to their bulk and occasional access required by large vehicles; and

WHEREAS, such uses are often appropriate in the C-2 zone if properly sited; and;

WHEREAS, the creation of a special exceptions permit provides additional oversight and assurances that the Zoning Ordinance continues to uphold the health, safety, and welfare of the city; and

WHEREAS, pursuant to the requirements of T.C.A., Section 13-7-204, the Planning Commission has recommended this amendment to the Collegedale Board of Mayor and Commissioners, as herein described; and

WHEREAS, pursuant to the requirements of T.C.A., Section 13-7-203, the City of Collegedale conducted a public hearing subject to a 15 day notice prior to the final reading and adoption of this ordinance herein described;

NOW THEREFORE BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that

Section One:

Section 11.02 (9) is deleted. All other items are within Section 11.02 are renumbered for consistency.

Section Two:

Section 11.03 is appended with the following:

2. Commercial Storage Facilities

Passed first reading
Votes for _____

Votes against _____

Passed second reading
Votes for _____

Votes against _____

Mayor

Attest: City Recorder

Approved as to form:

City Attorney

RESOLUTION #470

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE CITY OF COLLEGEDALE, TENNESSEE FORMALLY OPPOSING THE REDISTRIBUTION OF STATE SHARED SALES TAXES

WHEREAS, on a population basis, municipalities are recipients of a portion of the state and local sales tax collected within municipal boundaries; and

WHEREAS, the current State statutory provisions related to allocation of a portion of the sales taxes so collected do not provide for county governments to receive any portion of the shared percentage of such sales taxes; and

WHEREAS, the Hamilton County Mayor has communicated plans to local municipal governments that he intends to propose to the State Legislature a redistribution formula for such state shared sales taxes so that counties within the State of Tennessee will also receive a portion of the state shared sales taxes; and

WHEREAS, if such proposal is approved by the State Legislature any such redistribution of the state shared sales taxes will likely have an adverse effect on municipalities resulting in a significant decrease of revenue that municipalities receive and depend upon each year from this source of revenue; and

WHEREAS, due to the adverse fiscal effect that such loss of revenue would have on the City of Collegedale and its citizens, the Board of Commissioners of the City of Collegedale does hereby protest and object to the planned proposal by Hamilton County to request the redistribution of state shared sales taxes.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Collegedale, Tennessee, that the City of Collegedale opposes and objects to the proposal of any such redistribution of state shared sales taxes as such will either require this city to either raise the property tax rate or to substantively decrease services provided.

BE IT FURTHER RESOLVED, that the City Manager is directed to distribute this resolution to the legislative delegation in and for Hamilton County, Tennessee and to other municipal officials and to specifically include the Tennessee Municipal League and to request assistance from such persons and from the Tennessee Municipal League to resist legislative efforts to redistribute such state shared sales taxes.

Resolved this 8th day of September, 2015

Mayor Katie Lamb

ATTEST:

City Attorney, Sam Elliott

City Recorder, Michelle Toro